

WASHINGTON COUNTY
Class Description & Specifications

Class Title: Driver	Index Code: 635
Division: Transportation	Effective Date: 10/91
Department: Council On Aging	Last Revised: 04/03

GENERAL PURPOSE

Operates multi-passenger vehicles as needed to provide transportation services to the aging and handicapped residents of Washington County.

SUPERVISION RECEIVED

Works under the direct supervision of the Transportation Specialist and under the general supervision of the Center Supervisor.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Drives passenger vehicle on pre-scheduled routes to provide transportation to senior citizens and handicapped residents of the county. Performs telephone contacting as needed to verify service and transportation needs.

Performs general routine maintenance as needed. Fuels vehicles, checks oil, tires, batteries; cleans vehicles as required; records information regarding mileage, fuel and oil purchases.

Promotes and advertises the Council On Aging transportation services to increase senior ridership.

Operates wheel chair lift for non-ambulatory patients; may provide assistance to and from the client's door to the vehicle; assists all passengers for safe entry and exit of vehicle.

Records passengers names and number of trips provided on a daily and weekly basis; maintains related customer and program service records.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from High School or a GED certificate, and sufficient education to demonstrate an aptitude or ability to perform above and related duties.

AND

- B. Three (3) years experience in driving, preferably in multi-passenger vehicles or delivery vans.

OR

- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Considerable knowledge of vehicle operation and safety regulations; **working knowledge** of basic automotive maintenance; of geographical regions serviced; of state highway and driving laws; **some knowledge** of the special needs of senior citizens and handicapped clients.

Ability to establish effective working relationships with supervisors, co-workers, senior citizens and the handicapped; ability to exercise safety and precautionary measures while driving; ability to communicate effectively, verbally and in writing; ability to perform physically demanding tasks; ability to lift up to 50 pounds.

3. Special Qualifications:

Must possess and maintain a clean driving record.

Must possess a valid Utah Drivers License.

Will be required to obtain a CDL with P Endorsement drivers license.

Must submit to and pass a background check.

Will be required to take a defensive driving course.

Must submit to and pass a pre employment drug test.

4. Work Environment:

Tasks require variety of physical activities, generally involving muscular and sensory strain, such as stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving. Rapid response motor skills required in the operation of multi passenger vehicles. Continuous travel required in the normal course of job performance.